

**MINUTES OF A MEETING OF FULL COUNCIL  
HELD ON 22 MAY 2025**

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**PRESENT:** Councillors Browning, Eakin, Harvey (Chairman), Kettle and Morris

**ALSO PRESENT:** Angela Price – Town Clerk  
Sophie Jarvis – Minute Taker  
Emma Clowsley – Masefield Matters Project Coordinator  
Justine Peberdy – Ward Councillor (Ledbury West)  
4 members of the public

**C791. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Chowns and Hughes.

**C792. DECLARATIONS OF INTEREST**

**RESOLVED:**

Councillors Harvey and Morris declared a non-pecuniary interest in item 25, 'To approve draft partnership agreement between Ledbury Town Council and Love Ledbury (Ledbury & District Community Benefit Society) in relation to Bye Street Toilets, due to their each being Trustees of Love Ledbury.

**C793. TO NOTE THE NOLAN PRINCIPLES**

**RESOLVED:**

That the Nolan Principles be received and noted.

**C794. TO NOTE THE GENERAL DUTY ON PUBLIC AUTHORITIES OF SECTION 149 OF THE EQUALITY ACT 2010**

**RESOLVED:**

That the general duty on public authorities of section 149 of the Equality Act 2010 was received and noted by members.

**C795. TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 8 MAY 2025**

**RESOLVED:**

That the minutes of a meeting of the Annual Council Meeting held on 8 May be approved and signed as a correct record.

**C796. NOMINATION OF DEPUTY MAYOR OR CHAIRMAN – DEFERRED FROM ANNUAL COUNCIL MEETING**

Members were advised that Councillor Hughes had notified the Clerk that if he were to be nominated for the position of Deputy Chair of Ledbury Town Council for the 2025/26 Municipal year, he would be willing to accept the nomination.

The Chairman asked whether it was possible to nominate and elect a Councillor in their absence.

The Clerk advised that as Councillor Hughes had given his apologies for the meeting in the same email as he had indicated that he would be willing to accept a nomination to the position, it would be acceptable to nominate and elect him in his absence.

Councillor Morris nominated Councillor Hughes to the position of Deputy Chairman of Ledbury Town Council for the 2025/26 Municipal year, seconded by Councillor Kettle.

**RESOLVED:**

**That Councillor Hughes was elected as the Deputy Chairman for 2025/26.**

**C797. CHAIRMAN'S COMMUNICATIONS**

The Chairman informed members of a recent email from the Practice Manager at Ledbury Health Partnership offering an opportunity for a meeting with Councillors to discuss the future of healthcare in Ledbury; in particular with reference to the current planning application which is being considered for Lidl, a medical centre and a nursery.

All members were in favour of instructing the Clerk to arrange a meeting between Councillors and Ledbury Health Partnership.

**RESOLVED:**

**That the Clerk arrange a meeting to discuss the future of healthcare in Ledbury with Ledbury Health Partnership and Councillors.**

**C798. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) AND 3(f)**

Robin Oakey from The Barn informed members that he was in attendance to speak about agenda item 22, 'To receive and note Draft Tourism, Events and Markets Action Plan for Ledbury'.

The Chair welcomed comments from Mr Oakey and informed him that this item was on the agenda to purely receive and note.

Mr Oakey informed members of his frustration with the Feasibility Study that was carried out to improve the Charter Market. He stated that he believed that his comments to the consultant had not been sufficiently fully included within the report. Mr Oakey also made members aware of his concerns about the cost of the Feasibility Study and questioned whether these funds be used elsewhere.

The Chairman informed Mr Oakey that the funds for the Feasibility Study were received via a UKSPF grant and that the criteria for expenditure was specific to a Feasibility Study.

Mr Oakey also made comment about his concerns regarding the activities of the Herefordshire BID.

The Chairman confirmed that Ledbury Town Council have no responsibility for the Herefordshire BID's plans and projects. She informed Mr Oakey of the avenues he should take to contact Herefordshire BID.

The Chair thanked Mr Oakey for his comments and suggested that he provide comments that he felt had not been included in the Feasibility Study in writing to the Clerk so that these could be raised with the TEMAP Working Group and with the author of the report.

Councillor Browning left the meeting at 7:25pm.

Two members of the public arrived at 7:26pm.

**RESOLVED:**

**That agenda item 22 be brought forward to be considered to allow the members of the public to leave the meeting should they wish to do so.**

Two members of the public left the meeting at 7:28pm.

**C799. TO RECEIVE AND NOTE THE DRAFT TOURISM, EVENTS & MARKETS ACTION PLAN GROUP (TEMAP)**

Members were advised that there would be a further reiteration of the report which would be submitted to a future meeting of council.

**RESOLVED:**

- 1. That members receive and note the draft Feasibility Study noting that a more detailed report will be prepared for consideration alongside the Study at a future meeting of**



Council, at which time it is hoped that the report will be approved and adopted.

2. That the TEMAP working group be asked to review the document on behalf of Ledbury Town Council and draft the following documents for submission to a future meeting of Council.
  - i. A resources plan for the delivery of the project.
  - ii. An integrated Implementation Plan to enable the various sections of the report to be taken forward.
3. That the TEMAP working group be asked to advise Council of the expected timescale for completion of (2) above.
4. That a press release be published advising that this report is now available to the public in its final draft form, including notifying those who took part in the stakeholder engagement sessions; and to provide assurance that Ledbury Town Council is committed to progressing the recommendations of this study.
5. That the draft report be made available to the public and that it be made clear that a final document will be available in due course.

The Chairman invited the other members of the public present to speak on any items on the agenda. The remaining members of the public advised that they were present to listen to the debate in respect of the Hills Ford Rally.

**RESOLVED:**

**That agenda item 24 be brought forward to be considered to allow the members of the public to leave the meeting should they wish to do so.**

Councillor Browning returned to the meeting at 7:33pm.

**C800. HILLS FORD RALLY**

Two members of the public shared their concerns with council members about the impact of the Hills Ford Rally on the town, community, local shops, residents, and wildlife. They were particularly distressed that drivers are permitted to exceed the speed limit during the race and noted that residents living along the main route are effectively confined to their homes while the event is taking place.

Ward Councillor, Justine Peberdy provided some feedback to members that she had received from residents of Ledbury and Woolhope. She advised that the comments that she had received were not necessarily

opposition to the event, but a call for them to improve consultation and management of the event in respect of the following points:

- Road Closures that mean residents are unable to leave/return to their properties for the duration of the event – due to the roads being closed from both directions
- Mitigation to off-set carbon footprint and better support to the charities that they claim to support on their website
- Opportunity to call for them to do much better in respect of the impact on the town, its residents and the business community
- Major concerns about Broadmoor Common where there is a spectator area, which is a protected area which saw considerable damage in 2024

**RESOLVED:**

**That the Clerk be instructed to respond to Councillor Durkin**

1. **That Ledbury Town Council do not support the road closure application for the Hills Ford Rally due to the following reasons:**

- Excessive noise
- Residents being inconvenienced or endangered and unable to leave/return to their homes during the times of the rally
- Potential impact to the area of outstanding natural beauty (AONB)
- This event is contrary to the climate declaration made by Ledbury Town Council – and there appears to be insufficient mitigations in place to off-set the carbon footprint of the event

2. **That if Herefordshire Council are minded to grant the road closures, Ledbury Town Council would like assurance that the following mitigations will be sought:**

- More realistic calculation of the carbon footprint of the entire event, and that this impact 100% offset in a meaningful and measurable manner.
- The impact of the race day/s on the roads and verges is tracked by Herefordshire Council by means of a survey of the condition of the roads and verges along the race routes being undertaken both before and after the event; and that a payment be sought from the Rally Organisers to recognise the cost implications of any repairs that may be necessary as a consequence of damage done. This damage assessment should include damage caused by spectators and their vehicles, such as the damage reported last year to Broadmoor Common, Woolhope.

The last two members of the public and Ward Councillor Peberdy left the meeting at 7:56pm.

**RESOLVED:**

**That agenda item 16 be brought forward to be considered to allow the Masefield Mattes Project Coordinator to leave the meeting early, should they wish to do so.**

**C801. REQUEST FOR FUNDING – MASEFIELD MATTERS**

Members were requested to consider a request in respect of additional funding in support of a Masefield Matters activity that whilst it had been included in the NLHF application, to undertake as proposed would mean that the budget allocated for this specific activity would exceed the funds allocated within the application.

**RESOLVED:**

1. **That to ensure the activity with the Foodbank can progress, the sum of £1,935 be taken from the underspend of the original Council grant awarded to support the project bid, which currently stands at £5,731; that confirmation be sought from the NLHF that the project's "Redundancy Contingency" provision be renamed to become: "General Contingency"; and that the balance of the bid fund be added to the General Contingency project provision.**
2. **That Officers seek approval from the National Lottery Heritage Fund (NLHF) for an amendment to contingency funds allocated to the risk of redundancy of the Project Coordinator. This risk is no longer present because the person now appointed to the role of Project Coordinator does not qualify for continuous service; and that the released redundancy funds be added to the "General Contingency" provision.**

Emma Clowsely left the meeting at 8:13pm.

**C802. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

None received.

**C803. TO RECEIVE AND NOTE MONTH 12 FINANCIAL REPORTS**

- i. **Receipts and Payments – March 2025**
- ii. **Balance sheet and Trail Balance – Month 12**
- iii. **Budget Monitoring Reports**



The Chair thanked the Clerk and all staff involved for their efforts this financial year to ensure the procedures were correctly followed which has resulted in Ledbury Town Council's spend for the year coming in under budget.

Members agreed that the Town Council should write a press release to inform residents of this news and make them aware of the Notice of Public Rights and Publication of Annual Governance & Accountability Return.

**RESOLVED:**

- 1. That the Receipts and Payments for March 2025 were received and noted.**
- 2. That the Balance Sheet and Trial Balance for Month 12 was received and noted.**
- 3. That the Budget Monitoring Reports were received and noted.**
- 4. That a press release be published to inform members of the public of the Notice of Public Rights and Publication of Annual Governance & Accountability Return.**

**C804. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATION FOR MAY 2025**

**RESOLVED:**

**That it be noted that the verification of bank statements and reconciliations had not been completed ahead of the meeting and therefore this item should be deferred to the next meeting of Council. This does not impact on the publication of the end of year accounts for public inspection.**

**C805. TO RECEIVE YEAR END REPORTS TO 31 MARCH 2025**

**RESOLVED:**

**That the Year End Reports to 31 March 2025 be received and noted.**

**C806. TO REVIEW COUNCIL RESERVES FOR 2025/26**

The Clerk informed members that the Council Reserves are improving but still sit below where they need to be, according to best practice guidance.

**RESOLVED:**

1. That the Council Reserves for 2025/26 were received and noted.
2. That funds allocated within the 2025/26 budgets for a new vehicle be moved to the earmarked reserves.
3. That no further movements in respect of earmarked reserves be undertaken at this time.

C807.

**AUDIT REPORTS**

- i. To give consideration to 2024/25 Internal Audit Report
- ii. To consider the 2024/25 Annual Return

It was noted that an item needs to be on the next agenda to tender for an internal auditor as the 3-year term is coming to an end.

**RESOLVED:**

1. That Members receive and note the Internal Auditor Report 2024/25 and approve the suggested responses provided by the RFO in the comments box of the Internal Auditors Observations, which once approved will be referred back to the Internal Auditor.
2. That Members agreed the suggested responses provided by the RFO in relation to the Annual Governance Accountability Return 2024/25 (Section 1), and that the Chairman be authorised to sign this accordingly.
3. That Members note the explanation of significant variations from last year to this year in Section 2 "The statement of Accounts", noting that the following explanation:

*"Line 9 Asset Register*

*The 2023/24 Asset Register total stated (£842,031) was found to be incorrect on a review of the asset register. This has now been rectified, and it needs to be noted that this has been "restated" on the 2025/26 Annual Accounting Statements (Section 2) (new total of £844,920 for 2023/24)".*

4. That Section 2, Statement of Accounts, be approved and the Chairman be authorised to sign this accordingly.
5. That the publication of the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return be approved.



6. That the Statement of Internal Control be approved and signed by the Chairman prior to its submission to the External Auditor with the caveat that this be reviewed and updated in 6 months.
7. That the draft Investment Strategy be approved and adopted.
8. That the Clerk be authorised to submit the Annual Governance & Accountability Return 2024/25 and associated documents to the Council's external auditors, PKF Littlejohn in line with the requirements of the Accounts and Audit Regulations (2015).
9. That the Clerk be authorised to pay the Internal Auditor's invoice in the total of £375.25 plus VAT.

**C808. INVOICES FOR PAYMENT (APRIL-FINAL)**

**RESOLVED:**

1. That the invoices for payment in the sum of £7,362.58 plus VAT be approved for payment.
2. That the virement from cost centre 102/4000 Cemetery Salaries to 102/4001 Temporary staff, to offset the cost of Grounds contractors at the cemetery be approved.

**C809. DRAFT EMPLOYER DISCRETION POLICY**

**RESOLVED:**

**That the Employer Discretion Policy be adopted subject to passing it by the internal auditor.**

Councillor Eakin left the meeting at 9:00pm.

**C810. SUSPENSION OF STANDING ORDER 3(X)**

**That Standing Order 3(x) be extended for 30 minutes to enable the completion of business.**

**C811. TO APPROVE AMENDED PERFORMANCE MANAGEMENT POLICY**

**RESOLVED:**

**That the amended Performance Management Policy be approved and adopted.**

**C812. SUBSCRIPTIONS (STANDING ITEM)**

**RESOLVED:**

**None.**

**C813. AMENDED SCHEDULE OF MEETINGS**

**RESOLVED:**

**That the amended Schedule of Meetings be approved and published.**

**C814. PLANNING CONSULTATIONS**

1. Planning Application – 251214 – Application to determine if prior approval is required for a proposed change of use of mixed commercial and residential site to Dwellinghouse (Use Class C3) – **The Royal Hall 5a, The Southend, Ledbury, Herefordshire, HR8 2EY**

**RESOLVED:**

**That this planning application be deferred until such time comments from the Conservation Officer are available on the Planning Portal.**

2. Planning Application – 251061 – Proposed change of use of an existing shop (Use Class E) to a taproom (sue geris) – **10 New Street, Ledbury, Herefordshire, HR8 2DX.**

**RESOLVED:**

**No objections.**

**C815. PLANNING DECISIONS**

**RESOLVED:**

**That the Planning Decisions were received and noted.**

**C816. TO APPROVE THE TERMS OF REFERENCE OF THE TOURISM, EVENTS & MARKETS ACTION PLAN GROUP (TEMAP)**

**RESOLVED:**

**That the Terms of Reference of the Tourism, Events & Markets Action Plan Group (TEMAP) be approved.**



**C817. TO APPROVE DRAFT PARTNERSHIP AGREEMENT BETWEEN LEDBURY TOWN COUNCIL AND LOVE LEDBURY (LEDBURY & DISTRICT COMMUNITY BENEFIT SOCIETY) IN RELATION TO BYE STREET TOILETS AND CONSIDER REQUEST IN RESPECT OF FUTURE ARRANGEMENTS FOR INSURANCE COVER FOR THE PREMISES AND EVENTS**

Due to the withdrawal of Councillors and Morris the meeting was not quorate to allow this item to be considered.

**RESOLVED:**

**That this item be deferred to the next meeting.**

**C818. TO CONSIDER FEE PROPOSAL FOR QUINQUENNIAL INSPECTIONS**

**RESOLVED:**

**That the fee proposals provided by Caroe & Partners to carry out a Quinquennial Survey be approved as detailed below:**

<b>The Market House</b>	<b>£1,600 + VAT</b>
<b>Town Council Offices</b>	<b>£2,300 + VAT</b>
<b>War Memorial</b>	<b>£300 + VAT</b>

**C819. OUTSIDE BODIES**

- i. Outside Body Representation
  - a. Rmtg Local Councillor Panel – Rural Vulnerable Young
  - b. Rmtg Local Councillor Panel – Rural Older People

**RESOLVED:**

**That this item be deferred to the next meeting.**

- ii. To receive and note the minutes of a meeting of Ledbury Community Day Committee held on 6 May 2025

**RESOLVED:**

**That the minutes of a meeting of Ledbury Community Day Committee held on 6 May 2025 were received and noted.**

- iii. To receive and note the minutes of a meeting of the Ledbury Community Association Executive Committee held on 11 February 2025





**RESOLVED:**

**That the minutes of a meeting of the Ledbury Community Association Executive Committee held on 11 February 2025 were received and noted.**

- iv. To receive and note the minutes of the annual general meeting of the Ledbury Community Association held on 11 February 2025

**RESOLVED:**

**That the minutes of the Annual General Meeting of the Ledbury Community Association held on 11 February 2025 were received and noted.**

- v. To receive and note the minutes of a meeting of the Ledbury Carnival Association held on 7 May 2025.

**RESOLVED:**

**That the minutes of a meeting of the Ledbury Carnival Association held on 7 May 2025 were received and noted.**

**C820. DATE OF NEXT MEETING**

**RESOLVED:**

**It was noted that the next meeting of Council is scheduled for Thursday, 12 June 2025.**

**C821. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

**In accordance with Section 1(2) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.**

**C822. TO APPROVE MISSED RECOMMENDATION FROM A MEETING OF THE RESOURCES COMMITTEE IN RESPECT OF THE APPOINTMENT OF COMPANY TO UNDERTAKE STAFFING AND ORGANISATIONAL REVIEW**

**RESOLVED:**

- 1. That the recommendation of the Resources Committee that company no. 3 be appointed to undertake the staff/organisation review of Ledbury Town Council be approved, noting that the former Mayor and Deputy Mayor,



in consultation with the Clerk, had authorised the appointment of company no. 3 to avoid unnecessary delays in this review commencing.

2. That the costs for the review be taken from Cost Centre 220 Nominal Code 4590 – Professional Services, and that this budget line be monitored through the 2025/26 financial year to enable members to consider an adjustment to this budget line should it exceed the annual budget of £15,000.

**C823. TO CONSIDER ANY RECOMMENDATIONS FROM A MEETING OF RESOURCES COMMITTEE HELD IMMEDIATELY PRIOR TO THIS MEETING**

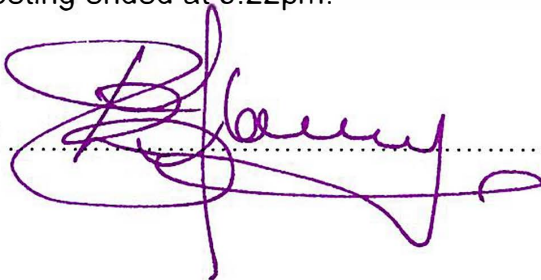
It was noted that due to the meeting not being quorate this meeting had been postponed and would now take place on 29 May 2025, with the minutes being submitted to the meeting of council on 12 June 2025.

**RESOLVED:**

**That the item be deferred to the next meeting.**

The meeting ended at 9:22pm.

Signed .....



Date .....

12 June 2025.

